

State of Hawaii  
Department of Human Services  
Benefit, Employment and Support Services Division  
Employment, Child Care Program Office

**Request for Proposals**

**HMS 903-09-01-S**  
**“Temporary Assistance for Needy  
Families (TANF) Purpose One Through  
Four Services”**

September 8, 2008

Note: If this RFP was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the RFP Interest form, complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

LINDA LINGLE  
GOVERNOR



LILLIAN B. KOLLER  
DIRECTOR

HENRY OLIVA  
DEPUTY DIRECTOR


STATE OF HAWAII  
**DEPARTMENT OF HUMAN SERVICES**

P.O. Box 339  
Honolulu, Hawaii 96809-0339

September 8, 2008

MEMORANDUM

TO: All Interested Applicants

FROM: Lillian B. Koller, Director 

SUBJECT: **REQUEST FOR PROPOSALS (RFP) – Temporary Assistance for Needy Families (TANF) Purpose One Through Four Services; RFP NO. HMS-903-09-01-S**

The Department is seeking to purchase the service listed above and further described in the attached RFP. The RFP provides information to assist applicants in the preparation of program plans and budget, including:

1. A description of the service sought;
2. Special requirements to be met by the provider;
3. The criteria by which qualifying proposals shall be reviewed/rated; and
4. The criteria for monitoring and evaluating the contract.

The RFP should be reviewed very closely as all parts of the RFP must be addressed. Informational meeting is scheduled for 9:00 A.M. to 12:00 P.M. on September 16, 2008, at the Department of Human Services (DHS), Benefit, Employment and Support Services Division (BESSD) Office, 820 Mililani Street, Suite 606, Honolulu, HI 96813. For more information, please call 586-7060.

In order for the proposals to be considered, all applicants are required to submit:

1. One (1) original and three (3) copies of the proposal, delivered to DHS, BESSD, Employment and Child Care Office (ECCPO), at 820 Mililani Street, Haseko Center, Suite 606, Honolulu, HI 96813.
2. Proposals shall be hand-delivered (including courier mail) by 4:30 P.M., Tuesday, October 7, 2008, to the DHS, BESSD, Employment and Child Care Office (ECCPO), at 820 Mililani Street, Haseko Center, Suite 606, Honolulu, HI 96813. ALL MAIL-INS POSTMARKED AFTER 12:00 MIDNIGHT, OCTOBER 7, 2008, WILL NOT BE ACCEPTED FOR REVIEW AND WILL BE RETURNED.

Proposal and materials not requested by the department or submitted after the deadline will not be accepted for consideration.

## PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

**NUMBER OF COPIES TO BE SUBMITTED: 4**

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **October 7, 2008** and received by the state purchasing agency no later than **10 days from the submittal deadline.**

### All Mail-ins

Department of Human Services  
Benefit, Employment and  
Support Services Division  
820 Mililani Street, Suite 606  
Honolulu, Hawaii 96813

### DHS RFP COORDINATOR

U'ilani Hayes  
586-7088  
586-5744  
ghayes@dhs.hawaii.gov

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **4:30 P.M., Hawaii Standard Time (HST), October 7, 2008.** Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 4:30 p.m., **October 7, 2008.**

### Drop-off Sites

#### **Oahu:**

Department of Human Services  
Benefit, Employment and Support Services  
Division  
820 Mililani Street, Suite 606  
Honolulu, Hawaii 96813

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# **Section 1**

## **Administrative Overview**

## Section 1

### Administrative Overview

**Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.**

#### I. Procurement Timetable

**Note that the procurement timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.**

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	9/8/2008
Distribution of RFP	9/9/2008
RFP orientation session	9/16/2008
Closing date for submission of written questions for written responses	9/23/2008
State purchasing agency's response to applicants' written questions	9/30/2008
Discussions with applicant prior to proposal submittal deadline (optional)	N/A
Proposal submittal deadline	10/7/2008
Discussions with applicant after proposal submittal deadline (optional)	N/A
Final revised proposals (optional)	N/A
Proposal evaluation period	10/8/2008- 10/22/2008
Provider selection	10/23/2008
Notice of statement of findings and decision	10/24/2008
Contract start date	11/1/2008

## II. Website Reference

The State Procurement Office (SPO) website is <http://hawaii.gov/spo/>

For	Click
1 Procurement of Health and Human Services	"Health and Human Services, Chapter 103F, HRS..."
2 RFP website	"Health and Human Services, Ch. 103F..." and "The RFP Website" (located under Quicklinks)
3 Hawaii Administrative Rules (HAR) for Procurement of Health and Human Services	"Statutes and Rules" and "Procurement of Health and Human Services"
4 Forms	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Forms"
5 Cost Principles	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Cost Principles"
6 Standard Contract -General Conditions	"Health and Human Services, Ch. 103F..." "For Private Providers" and "Contract Template – General Conditions"
7 Protest Forms/Procedures	"Health and Human Services, Ch. 103F..." and "For Private Providers" and "Protests"

### Non-SPO websites

(Please note: website addresses may change from time to time. If a link is not active, try the State of Hawaii website at <http://hawaii.gov>)

For	Go to
8 Tax Clearance Forms (Department of Taxation Website)	<a href="http://hawaii.gov/tax/">http://hawaii.gov/tax/</a> click "Forms"
9 Wages and Labor Law Compliance, Section 103-055, HRS, (Hawaii State Legislature website)	<a href="http://capitol.hawaii.gov/">http://capitol.hawaii.gov/</a> click "Bill Status and Documents" and "Browse the HRS Sections."
10 Department of Commerce and Consumer Affairs, Business Registration	<a href="http://hawaii.gov/dcca">http://hawaii.gov/dcca</a> click "Business Registration"
11 Campaign Spending Commission	<a href="http://hawaii.gov/campaign">http://hawaii.gov/campaign</a>

## III. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes (HRS) Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.



#### IV. RFP Organization

This RFP is organized into five sections:

***Section 1, Administrative Overview:*** Provides applicants with an overview of the procurement process.

***Section 2, Service Specifications:*** Provides applicants with a general description of the tasks to be performed, delineates provider responsibilities, and defines deliverables (as applicable).

***Section 3, Proposal Application Instructions:*** Describes the required format and content for the proposal application.

***Section 4, Proposal Evaluation:*** Describes how proposals will be evaluated by the state purchasing agency.

***Section 5, Attachments:*** Provides applicants with information and forms necessary to complete the application.

#### V. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Department of Human Services  
Benefits, Employment, and Support Services Division  
820 Mililani Street, Suite 606  
Honolulu, HI 96813

#### VI. Orientation

An orientation for applicants in reference to the request for proposals will be held as follows:

<b>Date:</b>	<b>September 16, 2008</b>	<b>Time:</b>	<b>9:00am</b>
<b>Location:</b>	<b>Benefit, Employment and Support Services Division</b>		
	<b>820 Mililani Street, Suite 606 Honolulu, HI 96813</b>		

Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted at the orientation and spontaneous answers provided at the state purchasing agency's discretion. However, answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the

orientation, but no later than the submittal deadline for written questions indicated in the paragraph VII. Submission of Questions.

## **VII. Submission of Questions**

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. All written questions will receive a written response from the state purchasing agency.

Deadline for submission of written questions:

**Date:** September 23, 2008      **Time:** 4:30pm      HST

State agency responses to applicant written questions will be provided by:

**Date:** September 30, 2008

## **VIII. Submission of Proposals**

A. **Forms/Formats** - Forms, with the exception of program specific requirements, may be found on the State Procurement Office website referred to in II. Website Reference. Refer to the Proposal Application Checklist for the location of program specific forms.

1. **Proposal Application Identification (Form SPO-H-200).** Provides applicant proposal identification.
2. **Proposal Application Checklist.** Provides applicants with information on where to obtain the required forms; information on program specific requirements; which forms are required and the order in which all components should be assembled and submitted to the state purchasing agency.
3. **Table of Contents.** A sample table of contents for proposals is located in Section 5, Attachments. This is a sample and meant as a guide. The table of contents may vary depending on the RFP.
4. **Proposal Application (Form SPO-H-200A).** Applicant shall submit comprehensive narratives that address all of the proposal requirements contained in Section 3 of this RFP, including a cost proposal/budget if required.

B. **Program Specific Requirements.** Program specific requirements are included in Sections 2, Service Specifications and Section 3, Proposal Application Instructions, as applicable. If required, Federal and/or State certifications are listed on the Proposal Application Checklist located in Section 5.

- C. **Multiple or Alternate Proposals.** Multiple or alternate proposals shall not be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are not accepted and an applicant submits alternate proposals, but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.
- D. **Tax Clearance.** Pursuant to HRS Section 103-53, as a prerequisite to entering into contracts of \$25,000 or more, providers shall be required to submit a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS). The certificate shall have an original green certified copy stamp and shall be valid for six (6) months from the most recent approval stamp date on the certificate. Tax clearance applications may be obtained from the Department of Taxation website. (Refer to this section's part II. Website Reference.)
- E. **Wages and Labor Law Compliance.** If applicable, by submitting a proposal, the applicant certifies that the applicant is in compliance with HRS Section 103-55, Wages, hours, and working conditions of employees of contractors performing services. Refer to HRS Section 103-55, at the Hawaii State Legislature website. (See part II, Website Reference.)
- **Compliance with all Applicable State Business and Employment Laws.** All providers shall comply with all laws governing entities doing business in the State. Prior to contracting, owners of all forms of business doing business in the state except sole proprietorships, charitable organizations unincorporated associations and foreign insurance companies be registered and in good standing with the Department of Commerce and Consumer Affairs (DCCA), Business Registration Division. Foreign insurance companies must register with DCCA, Insurance Division. More information is on the DCCA website. (See part II, Website Reference.)
- F. **Hawaii Compliance Express (HCE).** Providers may register with HCE for online proof of DOTAX and IRS tax clearance Department of Labor and Industrial Relations (DLIR) labor law compliance, and DCCA good standing compliance. There is a nominal annual fee for the service. The "Certificate of Vendor Compliance" issued online through HCE provides the registered provider's current compliance status as of the issuance date, and is accepted for both contracting and final payment purposes. Refer to this section's part II. Website Reference for HCE's website address.

- G. **Campaign Contributions by State and County Contractors.** Contractors are hereby notified of the applicability of HRS Section 11-205.5, which states that campaign contributions are prohibited from specified State or county government contractors during the term of the contract if the contractors are paid with funds appropriated by a legislative body. For more information, FAQs are available at the Campaign Spending Commission webpage. (See part II, Website Reference.)
- H. **Confidential Information.** If an applicant believes any portion of a proposal contains information that should be withheld as confidential, the applicant shall request in writing nondisclosure of designated proprietary data to be confidential and provide justification to support confidentiality. Such data shall accompany the proposal, be clearly marked, and shall be readily separable from the proposal to facilitate eventual public inspection of the non-confidential sections of the proposal.

*Note that price is not considered confidential and will not be withheld.*

- I. **Proposal Submittal.** All mail-ins shall be postmarked by the United States Postal System (USPS) and received by the State purchasing agency no later than the submittal deadline indicated on the attached Proposal Mail-in and Delivery Information Sheet. All hand deliveries shall be received by the State purchasing agency by the date and time designated on the Proposal Mail-In and Delivery Information Sheet. Proposals shall be rejected when:
- Postmarked after the designated date; or
  - Postmarked by the designated date but not received within 10 days from the submittal deadline; or
  - If hand delivered, received after the designated date and time.

The number of copies required is located on the Proposal Mail-In and Delivery Information Sheet. Deliveries by private mail services such as FEDEX shall be considered hand deliveries and shall be rejected if received after the submittal deadline. Dated USPS shipping labels are not considered postmarks.

No faxed proposals or proposals submitted through electronic means (diskette/CD, transmission by e-mail, etc.) shall be allowed.

## **IX. Discussions with Applicants**

- A. **Prior to Submittal Deadline.** Discussions may be conducted with potential applicants to promote understanding of the purchasing agency's requirements.

- B. After Proposal Submittal Deadline** - Discussions may be conducted with applicants whose proposals are determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance HAR Section 3-143-403.

## **X. Opening of Proposals**

Upon receipt of a proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped, and when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

## **XI. Additional Materials and Documentation**

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

## **XII. RFP Amendments**

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

## **XIII. Final Revised Proposals**

If requested, final revised proposals shall be submitted in the manner, and by the date and time specified by the state purchasing agency. If a final revised proposal is not submitted, the previous submittal shall be construed as the applicant's best and final offer/proposal. *The applicant shall submit **only** the section(s) of the proposal that are amended, along with the Proposal Application Identification Form (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

## **XIV. Cancellation of Request for Proposal**

The RFP may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

**XV. Costs for Proposal Preparation**

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

**XVI. Provider Participation in Planning**

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a RFP, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with HAR Sections 3-142-202 and 3-142-203.

**XVII. Rejection of Proposals**

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons:

- (1) Rejection for failure to cooperate or deal in good faith. (HAR Section 3-141-201)
- (2) Rejection for inadequate accounting system. (HAR Section 3-141-202)
- (3) Late proposals (HAR Section 3-143-603)
- (4) Inadequate response to request for proposals (HAR Section 3-143-609)
- (5) Proposal not responsive (HAR Section 3-143-610(a)(1))
- (6) Applicant not responsible (HAR Section 3-143-610(a)(2))

**XVIII. Notice of Award**

A statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

Any agreement arising out of this solicitation is subject to the approval of the Department of the Attorney General as to form, and to all further approvals, including the approval of the Governor, required by statute, regulation, rule, order or other directive.

No work is to be undertaken by the awardee prior to the contract commencement date. The State of Hawaii is not liable for any costs incurred prior to the official starting date.

## **XIX. Protests**

Any applicant may file a protest against the awarding of the contract. The Notice of Protest form, SPO-H-801, is available on the SPO website. (See paragraph II, Website Reference.) Only the following matters may be protested:

- (1) A state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) A state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) A state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

The Notice of Protest shall be postmarked by USPS or hand delivered to 1) the head of the state purchasing agency conducting the protested procurement and 2) the procurement officer who is conducting the procurement (as indicated below) within five working days of the postmark of the Notice of Findings and Decision sent to the protestor. Delivery services other than USPS shall be considered hand deliveries and considered submitted on the date of actual receipt by the state purchasing agency.

<b>Head of State Purchasing Agency</b>	<b>Procurement Officer</b>
Name: Lillian B. Koller, Esq.	Name: Edwin Igarishi
Title: Director	Title: Procurement Officer
Mailing Address: P.O. Box 339 Honolulu, HI 96809	Mailing Address: P.O. Box 339 Honolulu, HI 96809
Business Address: 1390 Miller Street Room 209 Honolulu, HI 96813	Business Address: 1390 Miller Street Room 209 Honolulu, HI 96813

## **XX. Availability of Funds**

The award of a contract and any allowed renewal or extension thereof, is subject to allotments made by the Director of Finance, State of Hawaii, pursuant to HRS Chapter 37, and subject to the availability of State and/or Federal funds.

## **XXI. General and Special Conditions of Contract**

The general conditions that will be imposed contractually are on the SPO website. (See paragraph II, Website Reference). Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

## **XXII. Cost Principles**

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under HRS Chapter 103F, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201, which is available on the SPO website (see paragraph II, Website Reference). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.



# **Section 2**

## **Service Specifications**

## Section 2

### Service Specifications

#### I. Introduction

##### A. Overview, purpose or need

The Department is seeking proposals to provide services appropriated for through Act 213, Section 200.1, SLH 2008 that will support and enhance the Department's goal of addressing the four (4) TANF purposes, which are:

1. To provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives;
2. To end the dependence of needy parents on government benefits by promoting job preparation, work, and marriage;
3. To prevent and reduce the incidence of out-of-wedlock pregnancies; and
4. To encourage the formation and maintenance of two-parent families.

Any of the four (4) TANF purposes listed above are federally mandated requirements that must be addressed when expending TANF block grant funding.

The following resource is available to facilitate the development of information solicited in this request:

Helping Families Achieve Self-Sufficiency: A Guide on Funding Services on Children and Families through the TANF Funds (TANF Guide) at <http://www.acf.hhs.gov/programs/ofa/funds2.htm>

##### B. Planning activities conducted in preparation for this RFP

A Request for Information (RFI) Public Notice was published and posted on the State of Hawaii, State Procurement Office (SPO) website on July 14, 2008 at the following website address:

[www4.hawaii.gov/bidfiles/RFI%20903-09-01-S%20Specified%20Geographic%20Locations%20v2.htm](http://www4.hawaii.gov/bidfiles/RFI%20903-09-01-S%20Specified%20Geographic%20Locations%20v2.htm)

The posting attempted to solicit feedback from the general public on the services to be procured. No feedback was received from the general public.

##### C. Description of the goals of the service

The goals of the services that are being sought out through procurement are to aid in identifying and evaluating services that demonstrate the potential, or

effectiveness, of addressing the four TANF purposes which are key to ending poverty and reliance on public assistance.

**D. Description of the target population to be served**

The population to be serviced are either adults in needy families who are TANF eligible, or at-risk youth attending various grade levels of elementary, middle, or high school. Specifications on the target population needing to be serviced will be stated in Section III of this RFP.

**E. Geographic coverage of service**

The various services being sought out through procurement are statewide as a collective, however each service may have specific geographic areas that will be served. Specifications on the geographic area needing service will be stated in Section III of this RFP.

**F. Probable funding amounts, source, and period of availability**

Funding for this procurement is federal funds through the State's federal TANF Block Grant allocation, CFDA 93.558. Total funding for this procurement is \$3,084,430.00 for 12 months, effective December 1, 2008. There is no allowance for additional funding beyond the 12 month period.

**TANF funding shall not be used to fund Capital Improvement Projects (CIP).** Funding for each specific service is stated in Section III of this RFP.

## **II. General Requirements**

**A. Specific qualifications or requirements, including but not limited to licensure or accreditation**

The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found on the SPO website (See Section 5, POS Proposal Checklist, for the website address).

**B. Secondary purchaser participation**  
(Refer to HAR Section 3-143-608)

After-the-fact secondary purchases will be allowed.

Planned secondary purchases

None.

**C. Multiple or alternate proposals** **check one**

(Refer to HAR Section 3-143-605)

☒ Allowed☐ Unallowed

Multiple or alternate proposals will be considered if the applicant offers to provide more than one of the services for one or more geographic locations.

Applicants may submit only one proposal specifying each service, or geographic location, the proposal is addressing.

**D. Single or multiple contracts to be awarded** **check one**

(Refer to HAR Section 3-143-206)

☐ Single☐ Multiple☒ Single & Multiple

Criteria for multiple awards:

A single contract may be awarded for a proposal that demonstrates the ability to provide a comprehensive and efficient service statewide that addresses all services requested through the RFP.

Conversely, multiple contracts may be awarded to each individual proposal that demonstrates a more efficient and comprehensive service.

**E. Single or multi-term contracts to be awarded** **check one**

(Refer to HAR Section 3-149-302)

☒ Single term (2 years or less)☐ Multi-term (more than 2 years)

Contract terms:

Initial term of contract: December 1, 2008 to November 30, 2009

Number of possible extensions: None

Maximum length of contract: 1 year

The initial period shall commence on the contract start date or Notice to Proceed, whichever is later.

**F. RFP contact person**

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the successful provider(s). Written questions should be submitted to the RFP contact person and received by the day and time specified in Section 1, paragraph I (Procurement Timetable) of this RFP.

U'ilani Hayes, (808) 586-7088, ghayes@dhs.hawaii.gov

**III. Scope of Work**

The scope of work encompasses the following tasks and responsibilities:

**A. Service Activities**

(Minimum and/or mandatory tasks and responsibilities)

The description of the services listed below uses specific language enacted during the 2008 State of Hawaii Legislative Session and is referenced as Act 213, Section 200.1, SLH 2008. Applicants should carefully study the TANF purposes and the cited material in Section 2(I)(A) as to what services can be provided under the four (4) TANF purposes when expending TANF block grant funding.

Note: Any questions that potential applicants may have regarding the use of TANF funds for any of the services listed below should be raised at the RFP Orientation session as scheduled in Section 1(VI), or submitted in writing by the deadline stated in Section 1(VII).

The specified services below are categorized according to the TANF purpose(s) which the service would be addressing:

**TANF Purpose 1:**

1. Collaborative transitional living programs offered through agencies accredited by the council on accreditation on services for families and children throughout the state to assist TANF eligible youth head of households with dependent children who are runaway, homeless and street youth, and youth at risk of homelessness in all counties to enable these youth to learn skills essential for successful independent living. Maximum funding for this service is \$444,430.
2. Program to expand computer literacy, training, life skills, and tutoring programs after school hours for disadvantaged youth and in the evenings for TANF eligible adults serving native Hawaiian, Pacific Island, and other ethnic groups living in Palolo Valley housing projects. Maximum funding for this service is \$253,055.

3. Program to assist at least 40 native Hawaiian TANF eligible families on the Leeward coast to succeed at homeownership by providing classes in home repair, financial literacy and essentials of homeownership, and by providing access to reusable homebuilding materials. Maximum funding for this service is \$282,579.

**TANF Purpose 2:**

Families who are in receipt of federally-funded TANF and participating in the services listed below shall be subject to meeting mandated work participation requirements of 30 hours per week, or 20 hours per week if it is a single-parent family with a child under the age of 6 years old:

1. Program to provide for training stipends, equipment, food supplies and tuition for TANF eligible adults enrolled in culinary training and food service preparation program training sites in Hilo and Captain Cook on the island of Hawaii. Maximum funding for this service is \$132,000.
2. Training program for 38 TANF eligible adults to gain employment and economic self-sufficiency by participating in bio-tech tissue culturing projects for bio-diesel, bio-mass, and other agricultural products in the Hilo and lower and upper Puna districts on the island of Hawaii. Maximum funding for this service is \$264,000.
3. Assist 300 TANF eligible families on Kauai to rise above the poverty line toward self-sufficiency with outreach and other tax preparation assistance to claim the earned income tax credit. Maximum funding for this service is \$74,800.

**TANF Purpose 3 and 4:**

1. Program that offers one-to-one mentoring after school and on weekends by matching caring volunteers to children and youth, largely from single parent households in Honolulu, who are considered at risk and need positive adult role models. Maximum funding for this service is \$390,720.
2. Program that offers positive youth development services in the County of Hawaii to 3rd and 4th graders especially under-achievers and their families with structured extracurricular civic learning activities in an after-school setting. Program must have provision to provide transportation for youths. Maximum funding for this service is \$314,251.
3. Positive youth development programs including life skills training, mediation skills, and tutoring assistance in the after-school hours from 1:40 to 6:00 pm for students in grades 6 through 8 in Kapaa Middle,

Chiefess Kamakahahei Middle, and Waimea Canyon schools on Kauai. Maximum funding for this service is \$396,000.

**B. Management Requirements (Minimum and/or mandatory requirements)**

**1. Personnel**

Applicants shall provide evidence of possessing the necessary training and experience in performing the service(s) to the population(s) who they are proposing to service.

**2. Administrative**

The Provider shall address the administrative duties as Provider and of supervising contracted personnel.

**A. Intention to Propose**

Each proposal shall be submitted in the format prescribed and all portions addressed. In order to be in compliance with ACT 314, SLH 1996, all proposals must include a valid State (or current application for tax clearance) and IRS Tax Clearance Certificate in order to be considered.

**B. Application Costs**

The Department will not pay for any costs incurred by applicants prior to the effective date of a contract. All costs incurred in the preparation of a proposal in response to the Department's RFP (including travel expenses to attend any informational sessions, applicant's conference or negotiation sessions, if held) are the sole responsibility of the applicant.

**C. Proposal Preparation**

Only hard copy proposals shall be accepted. Proposals should be without elaborate art work, binding, printing, or materials not essential to its utility and clarity. Graphs, charts and matrices are acceptable, but should also be backed-up by a clearly written narrative. We require an original and three (3) sets of each proposal to the Department.

**D. Disposition of Proposals**

All proposals become the property of the State of Hawaii. The successful proposal will be incorporated into the resulting contract by

reference. Material breaches of contract may result in termination of the contract.

#### **E. Execution of Contract**

The successful offeror will be required to enter into a formal written contract with the Department in accordance with the laws, rules and regulations of the State of Hawaii.

The stated requirements appearing elsewhere in this RFP shall become part of the terms and conditions of the resulting contract. Any deviations must be specifically defined by the offeror in its proposal which, if successful, will become part of the contract.

The funds available for this project are limited. The Department reserves the right to contract for only those services which appear to be in the best interests of the State.

The Department reserves the right to reduce the appropriated contract amount with 30 (thirty) calendar days notice due to decrease in the number of participants needing services in the program. This clause is applicable to the subsequent contract extensions only.

The Department reserves the right to cancel the contract without cause and request new proposals for the services. Upon acceptance of the proposal, the Department will forward the formal contract to the successful offeror for execution. The contract shall be signed by the successful offeror and returned, together with required insurance documents (including indemnification), and other supporting documents, within ten (10) calendar days after receipt by the offeror, or within such further time as the Director may allow.

No such contract shall be binding upon the Department until the contract has been fully and properly executed by all the parties thereto prior to the start date of the contract and the State Comptroller has, in accordance with Section 103-39, Hawaii Revised Statutes, endorsed thereon his certificate that there is an appropriation or balance of an appropriation over and above all outstanding contracts, sufficient to cover the amount required by the contract during the fiscal year. Further, the contract shall not be considered to be fully executed unless the Department of the Attorney General of the State of Hawaii has approved the contract as to form.

No supplementary agreement shall be binding upon the Department until the agreement has been fully and properly executed by all parties thereto prior to the start date of agreement. The provider shall not



provide any services until the agreement is fully and properly executed.

Any work performed by the successful offeror prior to receipt of a Notice to Proceed shall be at the offeror's own risk and expense. The State of Hawaii and the Department are not and will not be liable for any work, contract costs, expenses, loss of profits or damages whatsoever incurred by the successful offeror prior to the receipt of a Notice to Proceed.

### **3. Quality assurance and evaluation specifications**

The contract shall be evaluated based upon performance as described in Section 2, Item III, Scope of Work, listed above.

### **4. Output and performance/outcome measurements**

The performance of the Provider shall be measured by the reporting specifications described in Section III(B)(7), Reporting requirements for program and fiscal data.

### **5. Experience**

Applicants shall have at least 2 years of providing the specified service(s), or similar service(s), to the target group in the specified geographic location(s).

### **6. Coordination of services**

Not applicable.

### **7. Reporting requirements for program and fiscal data**

Each service shall prepare and provide a monthly report to the department that shall comprise of the following items:

- a. The number of individuals served for the month; and
- b. Measures of the benefits achieved for each contracted service.

For item "b", the following additional reporting requirements shall be added as it relates to its corresponding TANF Purpose:

#### Purpose 1:

- 1) Number of families applying for the month;
- 2) Number of families determined TANF eligible;

- 3) Number of families currently receiving TANF;
- 4) Number of families currently not receiving TANF, but receiving public assistance or subsidy;
- 5) Number of families not receiving TANF or any other public assistance or subsidy;
- 6) Number of families who currently have some employment;
- 7) Number of families who are accepted for services;
- 8) Number of families who are declined for services;
- 9) Number of families who respond positively to the service;
- 10) Number of families who respond negatively to the service;
- 11) Number of families who respond neutral to the service;
- 12) Top 5 reasons for the positive response of the service;
- 13) Top 5 reasons for the negative response of the service;
- 14) Top 5 reasons for the neutral response of the service; and
- 15) Top 5 benefits cited from receipt of the services.

**Note:** Numbers 9-15 are applicable only to those families who complete services.

**Purpose 2:**

- 1) Number of families applying for the month;
- 2) Number of families determined TANF eligible;
- 3) Number of families currently receiving TANF;
- 4) Number of families currently not receiving TANF, but receiving public assistance or subsidy;
- 5) Number of families not receiving TANF or any other public assistance or subsidy;
- 6) Number of families who are accepted for services;
- 7) Number of families who are declined for services;
- 8) Number of families subject to federal work participation;
- 9) Number of families meeting their federal work participation;
- 10) Number of families not meeting their federal work participation;
- 11) Number of families who completed training;
- 12) Number of families who gain employment as a result of the training;
- 13) Number of families who continue to remain unemployed after receiving training;
- 14) Number of families who gain full-time employment;
- 15) Number of families who gain part-time employment;
- 16) Highest hourly wage received;
- 17) Average hourly wage received;
- 18) Top 5 reasons for the positive response of the service;
- 19) Top 5 reasons for the negative response of the service;

- 20) Top 5 reasons for the neutral response of the service; and
- 21) Top 5 benefits cited from receipt of the services.

**Note:** Numbers 11- 21 are applicable only to those families who complete services.

**Purpose 3 and 4:**

- 1) Activity Milestones (e.g. hire staff, train staff, other);
- 2) Significant Outputs (e.g. service delivery, capacity, outreach, enrollment, attendance, customer satisfaction and other);
- 3) Significant Immediate Outcomes (outcomes obtained immediately as a direct result of program participation and involve changes in one or more of the following: knowledge, attitudes/beliefs, skill acquisition, behavior and relationships);
- 4) Implementation Issues and Concerns; and
- 5) Significant Stories.

**Note:** The Department may further refine these reporting requirements based on evaluation of the services that are awarded. Applicants should propose activity measurements relevant to their proposed service(s) that would support these reporting requirements.

**C. Facilities**

Applicants shall have secured adequate facilities to provide the proposed service(s).

**IV. COMPENSATION AND METHOD OF PAYMENT**

**1. Pricing structure or pricing methodology to be used**

This is a cost reimbursement type contract. The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation. The cost reimbursement may be subject to verification.

**2. Units of service and unit rate**

Not applicable.

**3. Method of compensation and payment**

The Provider shall submit monthly original invoices specifying the amount due and certifying that services requested under the Agreement have been performed by the Provider according to the Agreement.

Payments shall be made in monthly installments upon the monthly submission by the Provider of the Subgrantee's Invoice and Expenditure Report (hereinafter SIER) in triplicate (an original and two copies). The invoices shall include the Provider's name shown in the Agreement, the Agreement number, and a detailed breakdown of Provider's charges.

The monthly installments shall be determined by the State on a cost reimbursement basis. The SEIR shall contain expenditures actually incurred for the performance of the services and a certification of compliance for the preceding month.

Final settlement shall include submission and acceptance of all reports and other materials to be submitted by the Provider to the State, resolution of all discrepancies in performance of services, completion of all other outstanding matters, and receipt of tax clearances.

Compensation shall be based upon the approved budget(s) for December 1, 2008 to November 30, 2009.

## **Section 3**

# **Proposal Application Instructions**

## Section 3

# Proposal Application Instructions

### General instructions for completing applications:

- *Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.*
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the Proposal Application should be consecutive, beginning with page one and continuing through for each section. See sample table of contents in Section 5.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are **strongly** encouraged to review evaluation criteria in Section 4, Proposal Evaluation when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO website (see Section 1, paragraph II, Website Reference). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

### The Proposal Application comprises the following sections:

- *Proposal Application Identification Form*
- *Table of Contents*
- *Program Overview*
- *Experience and Capability*
- *Project Organization and Staffing*
- *Service Delivery*
- *Financial*
- *Other*

### I. Program Overview

Applicant shall give a brief overview to orient evaluators as to the program/services being offered.

## **II. Experience and Capability**

### **A. Necessary Skills**

The applicant shall demonstrate that it has the necessary skills, abilities, and knowledge relating to the delivery of the proposed services.

### **B. Experience**

The applicant shall provide a description of projects/contracts pertinent to the proposed services.

Applicant shall include points of contact, addresses, e-mail/phone numbers. The State reserves the right to contact references to verify experience.

### **C. Quality Assurance and Evaluation**

The applicant shall describe its own plans for quality assurance and evaluation for the proposed services, including methodology.

### **D. Coordination of Services**

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community.

Not applicable.

### **E. Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

## **III. Project Organization and Staffing**

### **A. Staffing**

#### **1. Proposed Staffing**

The applicant shall describe the proposed staffing pattern, client/staff ratio and proposed caseload capacity appropriate for the viability of the services. (Refer to the personnel requirements in the Service Specifications, as applicable.)

#### **2. Staff Qualifications**

The applicant shall provide the minimum qualifications (including experience) for staff assigned to the program. (Refer to the qualifications in the Service Specifications, as applicable)

**B. Project Organization**

**1. Supervision and Training**

The applicant shall describe its ability to supervise, train and provide administrative direction relative to the delivery of the proposed services.

**2. Organization Chart**

The applicant shall reflect the position of each staff and line of responsibility/supervision. (Include position title, name and full time equivalency) Both the “Organization-wide” and “Program” organization charts shall be attached to the Proposal Application.

**IV. Service Delivery**

Applicant shall include a detailed discussion of the applicant’s approach to applicable service activities and management requirements from Section 2, Item III. - Scope of Work, including (if indicated) a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

Refer to Section II.

**V. Financial**

**A. Pricing Structure**

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

Applicant shall submit a cost proposal utilizing the pricing structure designated by the state purchasing agency. The cost proposal shall be attached to the Proposal Application.

**1) Pricing Structure Based on Cost Reimbursement**

The cost reimbursement pricing structure reflects a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation. The cost reimbursement may be subject to verification.



The purchasing agency shall consider cost proposals on a “cost type” or “pure reimbursement” pricing structure from the applicants who are non-profit organizations licensed to do business in the State of Hawaii. “Cost type” involves payment of all incurred costs within a predetermined total estimate cost.

The purchasing agency shall consider cost proposals based on a “cost-plus-fixed-fee” from the applicants who are for-profit organizations licensed to do business in the State of Hawaii. “Cost-plus-fixed-fee” allows for payment of all incurred costs within a predetermined amount plus an agreed upon fee which will not change. The purchasing agency anticipates these fees to be limited to 10% or less of the contract award. These fees also need to be built within the contract ceiling.

The purchasing agency shall select the applicable cost proposals subject to the legal standing of the applicant organization; i.e., non-profit or for-profit and that are in the best interests of the State of Hawaii.

Please note, however, that the department reserves the right to negotiate the finalized amount of fixed fees within the limits discussed above.

All budget forms, instructions and samples are located on the SPO website (see Section 1, paragraph II Websites referred to in this RFP). The following budget form(s) shall be submitted with the Proposal Application:

SPO-H-205	Budget
SPO-H-205A	Budget – Organization – Wide by Source of Funds
SPO-H-205B	Budget – Organization – Wide by Source of Programs
SPO-H-206A	Budget Justification – Personnel: Salaries & Wages
SPO-H-206B	Budget Justification – Personnel : Payroll Taxes, Assessment & Fringe Benefits
SPO-H-206C	Budget Justification – Travel: Inter-island
SPO-H-206E	Budget Justification – Contractual Services: Administrative
SPO-H-206F	Budget Justification – Sub-contract
SPO-H-206G	Budget Justification – Depreciation
SPO-H-206H	Budget Justification – Program Activities
SPO-H-206I	Budget Justification – Equipment Purchases
SPO-H-206J	Budget Justification – Motor Vehicle

## **B. Other Financial Related Materials**

**1. Accounting System**

In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the Proposal Application (may be attached):

Audit Report (most recent)

**2. Tax Clearance Certificate (Form A-6)**

An original or certified copy of a current (within 3 months), valid tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) and the Internal Revenue Service (IRS) shall be submitted with the proposal by the due date and time. The two-part Tax Clearance Application (Form A-6) that combines DOTAX and IRS tax clearance shall be used for this purpose.

**VI. Other**

**A. Litigation**

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgment. If applicable, please explain.

# **Section 4**

## **Proposal Evaluation**

## Section 4

# Proposal Evaluation

### I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

### II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of Proposal Application
- Phase 3 - Recommendation for Award

#### Evaluation Categories and Thresholds

##### Evaluation Categories

##### Possible Points

##### *Administrative Requirements*

##### *Proposal Application*

**100 Points**

Program Overview	0 points
Experience and Capability	30 points
Project Organization and Staffing	18 points
Service Delivery	34 points
Financial	18 Points

**TOTAL POSSIBLE POINTS**

**100 Points**

### **III. Evaluation Criteria**

#### **A. Phase 1 - Evaluation of Proposal Requirements**

Final proposals submitted shall include all of the following documents to be accepted for consideration for this RFP.

**Exclusion of any of the required documents below as part of the submitted final proposal shall disqualify the applicant from selection consideration.**

##### **1. Administrative Requirements**

- a. Application Checklist
- b. Registration with State Procurement Office
- c. Tax Clearance Certificate
- d. Audit Report (most recent)

##### **2. Proposal Application Requirements**

- Proposal Application Identification Form (Form SPO-H-200)
- Table of Contents
- Program Overview
- Experience and Capability
- Project Organization and Staffing
- Service Delivery
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

#### **B. Phase 2 - Evaluation of Proposal Application (100 Points)**

Each section listed below shall be evaluated using the following criteria:

Points (1-3) for sub-areas will be given. One sub area can earn increased points (1-4) and is designated as such. The sum of points given by the evaluators in all areas of each section will be divided by the number of evaluators. The quotient will be the score for that evaluation.

The points awarded for all but one sub-area of evaluation shall be derived from a rating scale of 1 to 3:

- 3 = Exemplary response
- 2 = Satisfactory response
- 1 = Unresponsive

**Program Overview:** No points are assigned to Program Overview. The intent is to give the applicant an opportunity to orient evaluators as to the service(s) being offered.

**1. Experience and Capability (30 Points)**

The State will evaluate the applicant's experience and capability relevant to the proposal contract, which shall include:

**A. Necessary Skills**

- Demonstrated skills, abilities, and knowledge relating to the delivery of the proposed services. \_\_\_\_\_
- Demonstrated a thorough understanding of the purpose and scope of the service activity. \_\_\_\_\_
- Described how the proposed service is designed to meet the pertinent issues and problems related to the service activity. \_\_\_\_\_

**B. Experience**

- Demonstrated experience related to the delivery of the service. \_\_\_\_\_
- Description of projects/contracts implemented in the last 2 years that are pertinent to the proposed services. \_\_\_\_\_

**C. Quality Assurance and Evaluation**

- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. \_\_\_\_\_

**D. Coordination of Services**

- Demonstrated knowledge of agencies, organizations, and groups for collaboration and coordination in order to deliver satisfactory services. \_\_\_\_\_
- Identified/named specific agencies, organizations, and groups with which to collaborate and coordinate in order to deliver satisfactory services. \_\_\_\_\_
- Described how collaboration with the agencies, organizations, or groups identified would result in the delivery of satisfactory services. \_\_\_\_\_

**E. Facilities**

- Adequacy of facilities relative to the proposed services.

**2. Project Organization and Staffing (18 Points)**

The State will evaluate the applicant's overall staffing approach to the service that shall include:

**A. Staffing**

- Proposed Staffing: That the proposed staffing pattern, client/staff ratio, and proposed caseload capacity is reasonable to insure viability of the services.
- Staff Qualifications: Minimum qualifications (including experience) for staff assigned to the program.
- Describes in detail a plan for coverage in situations when assigned staff are unavailable.

**B. Project Organization**

- Supervision and Training: Describes in detail a plan for training of staff relative to the delivery of the proposed services.
- Supervision and Training: Describes in detail a plan for providing supervision and administrative direction to staff relative to the delivery of the proposed services.
- Organization Chart: Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks.

**3. Service Delivery (34 Points)**

- Describes in detail the program content and design.
- Demonstrates a clear understanding of the target group.
- Demonstrates a clear understanding of the various service activities and sequence of events.
- Presents evidence of cooperation and collaborations, and willingness to follow Department requirements, policies and established procedures.
- Demonstrates knowledge of case documentation and

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maintenance. Include any experience with electronic case record maintenance as utilized in computer systems.

- Demonstrates knowledge of handling customer service demands.
- Describes procedure for handling customer complaints.
- Provides for public relations and community collaboration.
- Describes staff/management activities.
- The evaluation criteria also includes an assessment of the logic of the work plan for the major service activities and tasks to be completed including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.
- Identifies the length of time the organization has conducted business in the State of Hawai'i.

NOTE: For this evaluation criteria, points (1-4) may be awarded, as follows:

1 = 0 – 1 year

2 = 1+ – 2 years

3 = 2+ – 3 years

4 = 3+ years

#### **5. Financial (18 Points)**

- Personnel costs are reasonable and comparable to positions in the community.
- Non-personnel costs are reasonable and adequately justified.
- The budget fully supports the scope of service and requirements of this RFP.
- Extent to which the budget supports the scope of the service of this RFP.
- Adequacy of accounting system (as indicated in most recent audit report).
- Tax Clearance Certificate.

#### **C. Phase 3 - Recommendation for Award**

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.



# **Section 5**

## **Attachments**

- A. Proposal Application Checklist
- B. Sample Table of Contents
- C. Special Conditions

## Proposal Application Checklist

Applicant: \_\_\_\_\_

RFP No.: \_\_\_\_\_

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.\*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
<b>General:</b>				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*		
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5		
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*		
SPO-H-206B	Section 3, RFP	SPO Website*		
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*		
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*		
SPO-H-206I	Section 3, RFP	SPO Website*		
SPO-H-206J	Section 3, RFP	SPO Website*		
<b>Certifications:</b>				
<i><b>Federal Certifications</b></i>		Section 5, RFP		
Debarment & Suspension		Section 5, RFP		
Drug Free Workplace		Section 5, RFP		
Lobbying		Section 5, RFP		
Program Fraud Civil Remedies Act		Section 5, RFP		
Environmental Tobacco Smoke		Section 5, RFP		
<b>Program Specific Requirements:</b>				

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## Proposal Application Table of Contents

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	SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	SPO-H-206C Budget Justification - Travel: Interisland	
	SPO-H-206E Budget Justification - Contractual Services – Administrative	
<b>B.</b>	Other Financial Related Materials	
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	Program	
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<b>D.</b>	Performance and Output Measurement Tables	
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## SPECIAL CONDITIONS

1. **Insurance.** The PROVIDER of the awarded Contract(s) will need to agree to the following:

In order to protect the PROVIDER as well as the State of Hawaii, the STATE, and their officers, employees, and agents covered under the indemnification provision in the awarded Contract(s), the PROVIDER shall obtain and keep in force throughout the period of the awarded Contract(s) the following insurance:

Automobile liability insurance for automobiles owned or leased by the PROVIDER and used to carry out services specified in the awarded Contract(s) shall be obtained from a company authorized to do business in the State, or meet Section 431:8-301, Hawaii Revised Statutes if utilizing an insurance company not licensed by the State of Hawaii, and complying with the Hawaii No Fault Insurance Law. The amount shall be at least TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) combined single limit with respect to bodily injury and property damage. The PROVIDER's policy shall name the STATE, the State of Hawaii and their officers, agents, servants or employees as additional insured. Prior to or upon execution of the awarded Contract(s), the PROVIDER shall furnish the STATE with a Certificate of Insurance, verifying the existence of such insurance. Such certificate shall also expressly provide that such insurance shall not be canceled unless the insurance company has first given to the STATE thirty (30) calendar days' written notice of the intended cancellation.

If the PROVIDER is authorized by the STATE to subcontract, subcontractor(s) is not excused from the Indemnification and/or Insurance provisions of the awarded Contract(s). The PROVIDER agrees to require its subcontractor(s) to obtain insurance in order to indemnify the STATE.

Failure of the PROVIDER to provide and keep in force such insurance shall be regarded as material default under the awarded Contract(s), entitling the STATE to exercise any or all of the remedies provided in the awarded Contract(s) for default of the PROVIDER.

The procuring of such required policy or policies of insurance shall not be construed to limit the PROVIDER's liability hereunder nor to fulfill the indemnification provisions and requirements of the awarded Contract(s). Notwithstanding said policy or policies of insurance, the PROVIDER shall be obliged for the full and total amount of any damage, injury, or loss caused by the negligent act or omission of the PROVIDER or its authorized representatives.

2. **Confidential Information.** The PROVIDER of the awarded Contract(s) will need to agree to the following:

All information and records about or for the clients served, secured from clients, the STATE, or any other individuals or agencies by the PROVIDER, or prepared by the PROVIDER for the STATE, in satisfaction of the awarded Contract(s), shall be confidential and shall not be made available to any individual or organization by the PROVIDER without prior written approval of the STATE, subject to provisions of applicable State of Hawaii and Federal statutes, and State of Hawaii Administrative Rules. To ensure the confidentiality of all such information and records, the PROVIDER shall immediately notify the STATE when inquiries for information, including subpoenas are made to the PROVIDER. The PROVIDER shall submit copies of all written requests for information, as well as subpoenas, to the STATE.

3. **Maintain Records.** The PROVIDER of the awarded Contract(s) will need to agree as follows:

The PROVIDER will need to maintain statistical, clinical, and administrative records pertaining to services of the awarded Contract(s). The records shall be subject at all reasonable times to inspection or review by the STATE or Federal representatives directly connected with the program area under the awarded Contract(s). All records shall be retained and made accessible for a minimum of six years after the date of submission of the PROVIDER's final report to the STATE; provided that, in the event any litigation, claim, negotiation, investigation, audit, or other action involving the records has been started before the expiration of the 6-year period, the PROVIDER shall retain the records until completion of the action and resolution of all issues that arise from it or until the end of the regular 6-year retention period, whichever occurs later.

4. **Equipment.** The PROVIDER of the awarded Contract(s) will need to get prior approval for the initial purchase of equipment, furniture, supplies, etc. which are required for the awarded Contract(s). Subsequent purchases of equipment above \$250 (that has a useful life of more than one year) shall require prior approval.

All equipment purchased with contract funds under the awarded Contract(s) including items of personal property, as distinguished from real property, that has an acquisition cost of \$250.00 or more per item and with an expected life of more than one year, shall remain the property of the STATE. All equipment purchased with contract funds must have prior approval from the STATE before purchase to be allowable. Following the Contract period, all equipment shall be reported in the final fiscal report to the STATE. Disposition of said equipment shall be prescribed by the STATE.

5. **Budget.** The PROVIDER of the awarded Contract(s) will need to agree to make revisions among the budgeted line items within the total budgeted amount of the program, provided that the funds are used for allowable cost and do not exceed ten percent (10%) or \$500 of each budgeted item, whichever is more.

The PROVIDER will need to request in writing to the DEPARTMENT for approval for any of the following:

- a. Revisions between budget categories (i.e. "A" Personnel Costs and "B" Other Current Expenses).
  - b. Additional cost categories or line items not included in the original budget line items.
  - c. Salary increases and any other expenditures that require prior approval in accordance with the State of Hawaii, State Procurement Office, Chapter 103F, HRS-Cost Principles.
6. **Publications.** The PROVIDER of the awarded Contract(s) will need to agree submit all reports and written publications resulting from the awarded Contract(s) for review, comment and approval prior to publication. Any publications (written, visual or sound), whether published at the PROVIDER's or STATE's expense, shall contain the following statements (Note: This excludes press releases, newsletters, and issue analyses):

This project was supported by an Agreement from the Department of Human Services, State of Hawaii (and if applicable, the name and federal award number of a federal grant funding the contract).

The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the Department of Human Services (and if applicable, the federal grant agency).

7. **HIPAA.** The PROVIDER of the awarded Contract(s) will need to agree to assume responsibility for its own determination and compliance efforts in regard to the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA").

In this Agreement "HIPAA" means the Administrative Simplification provisions of the *Health Insurance Portability and Accountability Act of 1996*, Pub. L. NO. 104-191. PROVIDER is a "health care provider" under HIPAA. A "covered entity", is a health care provider that transmits information in a standard electronic transaction under 45 CFR Parts 160 and 162. If PROVIDER is or becomes a "covered entity", then PROVIDER must comply with all of the rules adopted to implement HIPAA, including rules for privacy of individually identifiable information, security of electronic protected health information, transactions and code sets, and national employer and provider identifiers. See, 45 CFR Parts 160, 162 and 164.

8. **Campaign contributions by State and County Contractors.** The PROVIDER of the awarded Contract(s) will be notified of the applicability of Section 11-205.5, HRS, which states that campaign contributions are prohibited from specified State or

Organization: \_\_\_\_\_  
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County government contractors during the term of the contract is the contractors are paid with funds appropriated by the legislative body.

9. **Federal Audit Requirement.** The PROVIDER of the awarded Contract(s), when required, will have to agree to have an independent certified public accountant conduct a financial and compliance audit in accordance with the guidelines of the Office of Management and Budget (OMB) Circular No. A-133, "Revised, Audit Requirements for the State, Local Governments, and Non-Profit Organizations."